

To: Hoosier Scholar Coordinators/Guidance Counselors  
From: Ada Sparkman, Hoosier Scholar Coordinator  
Date: 01/12/2004

Subject: Hoosier Scholar Data Collection

On behalf of the State Student Assistance Commission of Indiana (SSACI), I would like to thank you and your staff for attending the recent financial aid workshops. As was mentioned during the workshops, our office has implemented an online database system to make the Hoosier Scholar data collection process flexible and easy. The deadline for initial data submission is **Wednesday, March 10, 2004**.

We have enclosed an instruction package to help you with submitting students' personal information to our office. You must use your school's username and password provided on the enclosed Check List Sheet (Yellow sheet) and at the bottom of this letter to access the Hoosier Scholar **Online Database (SOLD)**. **The User Name and Password are case sensitive!** Please turn off your Caps Lock button prior to entering the information and use the shift key to enter capital letters.

*It is important to note that you must submit the personal information of all candidates and alternates in a single session. The information will not be saved unless the forms are completed in their entirety. Also, you must enter SSN, Names, and other requested information of "primary candidates" before entering similar information of "alternate candidates".*

SSACI relies on the information you and your staff submit to our office to make awards to eligible scholars. The enclosed Check List Sheet will help to ensure the accuracy of the information you submit to SSACI. Please refer to the Check List Sheet and the instructions to access and complete the Hoosier Scholar forms.

Thank you for your cooperation with this process. Please contact me at (317) 232-2355 if you have any questions.

Thank you.

#### **Your User ID and Password**

**School Name: SSACI HS**

**Address: 150 W. Market St.**

**City: Indianapolis**

**Zip: 46204**

**User ID: AHC40021**

**Password: MPLpcPVz**